



JESSAMINE CUEVAS ECLEO

PERSONAL

Name

JESSAMINE C. ECLEO

Address

Warner Apt. #102, Visca, Brgy.
Pangasugan, Baybay City, Leyte

Phone Number

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Email

jessamine.ecleo@vsu.edu.ph

Age

36 years old

Date of Birth

July 9, 1987

Place of Birth

Ormoc City

Gender

Female

Nationality

Filipino

Marital Status

Married

Religion

Roman Catholic

INTERESTS

- Watching K-Dramas

WORK EXPERIENCE

Information Systems Analyst

July 2020 – Present

Visayas State University

Procurement Office

Functions:

1. Direct all activities in the university pertaining to procurement planning, purchasing, contract management, and monitoring.
2. Serve as the Chairman of the Bids and Awards Committee Secretariat
3. Serve as a Secretary to the Disposal Committee

Information Systems Analyst

April 2012 – June 2020

Visayas State University

Office of the Vice President for Administration and Finance

Functions:

1. Develop and maintain the existing Financial Management System in the Finance Office
2. Serve as the Secretary to the Vice President
3. Serve as a Secretary to the Bids and Awards and Committee
4. Serve as a Secretary to the Disposal Committee

Part-time Instructor

June 2008 – March 2012

Visayas State University

Department of Computer Science and Technology

EDUCATION AND QUALIFICATIONS

Master in Public Administration (Graduate)

Cebu Technological University

June 2015 – April 2017

Bachelor of Science in Computer Science (Graduate)

Visayas State University

June 2004 – March 2008

New Ormoc City National High School

June 2000 – March 2004

Concepcion Elementary School

June 1994 – March 2000

REFERENCES

Dr. Dilberto O. Ferraren

0917 6341 488

dilberto.ferraren@vsu.edu.ph

Dr. Remberto A. Patindol

0917 192 9476

rpatindol@vsu.edu.ph

Dr. Lourdes B. Cano

0917 6341 502

lourdesbcano@yahoo.com



JESSAMINE CUEVAS ECLEO

SKILLS

PC Operations and Basic Troubleshooting (Experienced)
Computer Programming (Beginner)

TRAININGS ATTENDED

- Planning, Budgeting, and Expenditure Management in SUCs, 16-18 May 2023, via Zoom, conducted by PASUC
- Seminar-Workshop on the Establishment of Records Center and Archival Systems, 13-15 September 2022, at Hotel Dominique, Tagaytay City, conducted by National Archives of the Philippines
- **National Convention cum Seminar 2022, 30 August – 01 September 2022, at Zamboanga City, conducted by PMAUC, Inc.**
- **Workshop on the Formulation of SUC's Customized Procurement and IGP Manual for Region 8, 18-20 August 2022, at LNU Tacloban City, conducted by PASUC 8**
- **PhilGEPS Online Training for Buyers, 30-31 May 2022, via Zoom, conducted by e-Blackboards Learning and Solutions Inc.**
- **Tactical and Strategic Approaches for the Procurement Management on SUCs, 27-29 July 2021, conducted by PASUC**
- **Webinar on RA 9184 via Zoom, 3-7 May 2021, conducted by GPPB-TSO**
- **Webinar on Government Procurement Under the New Normal via Zoom, 24 July 2020, conducted by GPPB-TSO**
- AGAP Convention-Seminar, 23-26 October 2019, conducted by the AGAP
- **Seminar-Workshop on Procurement: Rationalizing the Process and Impact on SUC Administration, 5-7 March 2019, conducted by PASUC**
- **Seminar on the Revised Implementing Rules and Regulations (IRR) of RA 9184, 20-22 March 2019, conducted by GPPB & VSU**
- AGAP Convention-Seminar, 17-20 October 2018, conducted by AGAP
- Target Setting Workshop, 20-21 August 2018, conducted by VSU
- **Seminar on the Preparation of Project Procurement Management Plan and Annual Procurement Plan, 14-17 November 2017, conducted by SCCE Training Center**
- Records Management Training, 6-7 July 2017, conducted by Visayas State University
- **Seminar/Workshop on the Philippine Bidding Documents, 28-30 June 2017, conducted by AGIA**
- ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit, 2-3 March 2017, conducted by VSU
- Seminar-Workshop on 5S & Records Management, 18 February 2017, conducted by VSU
- OVPAF Strategic Planning Workshop, 15-16 February 2017, conducted by VSU
- Internal Quality Audit Training, 23-25 January 2017, AJA Registrars, Inc.
- Procurement Planning Workshop, 13 September 2016, VSU
- Seminar on Appraisal and Disposal on Government Properties, 7-9 June 2016, conducted by COA RO XI
- Workshop for AACUP Institutional Accreditation (2nd Round), 10-12 May 2016, VSU
- **Training on R.A. 9184 or Government Procurement Reform Act (GPRA) w/ Updates on Agency Procurement Compliance & Performance Indicators (APCPI) and On-line Procurement Performance and Compliance Indicators System (OPPCIS), 11-12 April 2016, conducted by DAP**
- **Training Workshop on the Use of the Agency Procurement Compliance and Performance Indicators, 13-14 August 2015, conducted by GPPB-TSO**
- Planning Workshop on the Preparation & Processing of Documents Relative to Procurement, 27 May 2015, conducted by VSU
- VSU Web Development Workshop, 19-21 January 2015, conducted by VSU
- UACS Application Course-Training Program, 4-6 November 2014, conducted by DBM & VSU
- **PhilGEPS Training for Buyers, 3-4 September 2014, conducted by eBlackBoards Solutions, Inc.**
- **Full Length Training on RA 9184 and its Revised IRR, 22-24 July 2014, conducted by GPPB & DBM**